



OFFICE MOVE

[Insert Client Name]
[Insert Client Address Block]
[Insert Date]

[Name],

We at [insert company] have exciting news, we are moving! We are moving up in the world and needed a change of scenery to better serve clients' real estate needs.

As you may already know, our services include:

[insert services offered]

Our areas of service now include:

[insert areas served]

We greatly value your business and hope you will consider us for your future real estate needs. Our updated contact information is below, and we look forward to working with you.

Thank you,
[Insert Signature]

[Insert Name]
[Insert Company]
[Insert Contact Info]